

I.T. New Employee Checklist

Employee Information

(This form must be completed by the **Supervisor** and submitted to IT 48 hours prior to first day of employment. **We will need 2 weeks to order new equipment.** Please let me know as soon as possible if we need to order equipment.)

Name: _____ Date: _____
Location: _____ Employee's Phone: _____
Department: _____ Job Title: _____

Employment Status Information

Employment Status: _____ New Hire _____ Transfer

Begin Date: _____

Network

(Each full-time employee will be issued a network login which includes a terrehaute.in.gov account. Work on the network may not begin until logins have been created.)

Network ☐ IT will set up a one-time password that must be changed after the first login. New passwords must be at least 8 characters long and include three of the following: UPPERCASE, lowercase letters, a number or a symbol; also cannot include part of your first/last name or your last three passwords.

Equipment

(Please check all equipment employee has been issued for personal use)

Need to Order New Computer: ☐ YES ☐ NO

Computer ☐ Serial Number: _____ PDA ☐ Serial Number: _____

Monitor ☐ Serial Number: _____ Laptop ☐ Serial Number: _____

Key Fob ☐ ID Card ☐

Software

(Please check all software needed.)

Microsoft Office Standard ☐ (includes Excel, Word, Outlook, PowerPoint)

Microsoft Office Professional ☐ (includes Excel, Word, Outlook, PowerPoint, Access and Publisher)

CUBS ☐ Data Med ☐ GIS ☐ LinkO ☐ Tele Staff ☐ Track IT ☐ Fundware ☐ PD Records/CAD ☐

Any Drives/Folders Needed: _____

Special Requirements: _____

Approved by Supervisor: _____ **Date:** _____